



## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	121A	Manual Of Requirements For Adoption Agencies	11/3/2008
Subchapter:	4	Personnel	
Section	2	<b>Personnel policies (N.J.A.C. 10:121A-4.2)</b>	

### §10:121A-4.2 Personnel policies

(a) The agency shall require all applicants for employment to disclose criminal convictions in writing. Evidence of conviction of a crime, in itself, shall not automatically preclude an individual from working in the agency and shall not automatically result in the removal or termination of a director or staff member from his or her position or job. Such determinations shall be made on a case-by-case basis, in keeping with the provisions of the State Rehabilitated Convicted Offenders Act (N.J.S.A. 2A:168A-1 et seq.). The agency shall maintain evidence of compliance with requirements for criminal conviction disclosures on file.

(b) The agency shall develop and maintain on file current written personnel policies and make them available to all staff members. The personnel policies shall be reviewed annually and updated every three years by the agency. The personnel policies shall include:

1. Criteria and procedures for the assignment, supervision, annual performance evaluation, promotion, suspension or dismissal of a staff member;
2. Job specifications outlining the qualifications, duties and accountability for every category of staff member;
3. Procedures for handling staff member complaints or grievances; and
4. Provisions for responding to any staff member misconduct that constitutes criminal, unethical or unprofessional behavior, including sanctions that may be taken by the agency when a staff member fails to notify the agency of a criminal conviction or engages in conduct inappropriate to the purposes of the agency.

(c) The agency shall ensure that any staff member or consultant that utilizes the title or designation of social worker, licensed clinical social worker, licensed social worker, certified social worker, medical social worker, social work technician or any other title or designation that includes the words social worker

or social work, or any abbreviations such as SW, LCSW, LSW, CSW or SWT is certified or licensed pursuant to N.J.S.A. 45:15BB-1 et seq., the Social Workers Licensing Act of 1991, unless the individual is exempt from certification or licensure as specified in N.J.S.A. 45:15BB-5.

(d) All new in-State agencies prior to receiving a certificate shall ensure that social work staff and social work supervisors are certified or licensed pursuant to (c) above.

(e) All out-of-State agencies shall ensure that:

1. Social work staff and social work supervisors are certified or licensed pursuant to that state's laws or requirements, if applicable; and
2. Social work staff and social work supervisors who provide social work services in New Jersey are certified or licensed pursuant to (c) above.

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